

Executive Assistant PERSON SPECIFICATION - SCORESHEET

NAME:

DATE:

ATTRIBUTES	ESSENTIAL					DESIRABLE				
		1	2	3	4		1	2	3	4
RELEVANT EXPERIENCE	Ability to manage changing priorities and successfully complete a range of tasks					Previous experience of working in a school environment				
	Ability to develop and implement new procedures									
	Ability to maintain confidentiality									
	Ability to work under pressure and accurately to deadlines and internally and externally set performance indicators									
	The ability to work without direct supervision and as a member of a team									
EDUCATION & TRAINING	GCSE Grade A*-C Maths & English or equivalent					Educated to degree level				
	Willingness and ability to undertake further qualification (if necessary) and training for development in the post									
SPECIAL KNOWLEDGE & SKILLS	High degree of competence and confidence in using Word, Excel, PowerPoint and video conferencing applications.									
	Excellent communication skills									
	Excellent organisational and presentation skills									
	Flexible and proactive approach to work									
ADDITIONAL FACTORS	Empathy with children									
	TOTAL					TOTAL				

Scoring Key: 1. Does not meet criteria 2. Meets criteria 3. Exceeds criteria 4. Exceptional standard